

DIGITAL PRINT OPERATOR I

OPEN

SPOT – SAN FRANCISCO



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED
NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE
EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE
RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE	FILE IN-PERSON <u>ONLY</u> ON:	Wednesday, May 7, 2008 Between 8:30 a.m. and 4:30 p.m.
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WHO CAN APPLY	Persons who meet the minimum qualifications by the final filing date as stated on this bulletin.
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HOW TO APPLY	Examination Application Form (STD 678) may be downloaded from the State Personnel Board's website at www.spb.ca.gov . Applications must be filed in person <u>ONLY</u> on <u>Wednesday, May 7, 2008</u> . Any application postmarked, personally delivered, faxed or received via interoffice or U.S. mail before and/or after the File-in-Person date will not be accepted. NO EXCEPTIONS. Applications <u>MUST</u> be filed <u>IN PERSON</u> and applicants must bring either a photo identification card or two forms of signed identification to:
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Department of Justice
Attorney General's Office
455 Golden Gate Avenue, Suite 11000
San Francisco, CA 94102-7004

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE,
VIA INTER-AGENCY MAIL, ANY OTHER DEPARTMENT OF JUSTICE OFFICES OR FAX.**

RECRUITMENT SURVEY	As part of the application process, please follow this web link to complete a recruitment survey. If you are viewing this in paper form, visit the following website at www.ag.ca.gov/careers/exams.php .
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SPECIAL TESTING ARRANGEMENTS	If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.
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QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held during May/June, 2008 .
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THE POSITIONS EXIST IN SAN FRANCISCO ONLY.

SALARY RANGE	\$2607-\$3169 The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.
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ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the Department of Justice. The list will be abolished <u>12</u> months after it is established unless the needs of the department and/or conditions of the list warrant a change in this period.
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**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the File in-Person date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles. State employees, who are currently appointed to a permanent full-time position and have attained permanent status at the exam level or higher, may not take this examination per Government Code Section 18935 (b).

**MINIMUM
QUALIFICATIONS**

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

EITHER I

In the California state service, one year of experience equivalent to an Office Assistant (General) or Bookbinder I.

OR II

Two years of experience performing general clerical duties that include operation of general office equipment including but not limited to photocopiers, laser printers, and word processing equipment.

DEFINITION OF TERMS

The word ***"duties in a class equivalent in level and type...."*** means the applicant must have State service experience of appropriate type and length in a class at the same (or higher) level of responsibility, and/or pay as the class specified. The analyst will make the determination if the duties are qualifying.

**POSITION
DESCRIPTION**

This is the entry and first journey level in the series. Under general supervision, incumbents perform a variety of complex tasks associated with completing high-speed duplication and/or digital printing work. This work includes entering commands into the equipment being operated, performing the less complex digital manipulations needed to prepare the printing job, and performing the finishing tasks associated with the assigned printing jobs.

**EXAMINATION
INFORMATION**

The examination will consist of a Qualifications Appraisal Interview (QAP). The interview will include a number of predetermined job related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be obtained.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

QUALIFICATIONS AND APPRAISAL INTERVIEWS – WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Principles and procedures used to operate high-speed or digital print scanner or copier.
2. Paper sizes, types, weights and colors used in high-speed print duplication in order to complete assigned work duties.
3. Methods and practices used in strong office supplies, copy paper, toner, equipment, etc. according to CAL-OSHA rules and regulations.
4. Industrial workplace safety practices and safety requirements applied in the operation of large equipment.

ABILITY TO:

1. Ability to organize, prioritize, schedule and structure multiple work tasks in order to optimize efficient use of print capabilities.
2. Ability to work independently managing multiple projects to meet deadlines with minimal supervision.
3. Ability to respond to "rush" or urgent requests without prior notice, while still maintaining accuracy and deadline requirements.
4. Ability to effectively communicate and interact in a manner that is professional and clear to all levels of personnel, customers and other parties.
5. Ability to be flexible to work required change and cross trained in other Administrative Unit functions as needed.

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ADDITIONAL DESIRABLE QUALIFICATIONS	Graduation from high school or its equivalent.
SPECIAL PERSONAL CHARACTERISTICS	Flexibility to adapt to changing work priorities; willingness to work in a noisy environment; and willingness to work nights and overtime. May required color vision sufficient to perform essential functions of jobs involving color printing.
VETERANS PREFERENCE	Veterans Preference Credit <u>will be</u> added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits.
CAREER CREDITS	Career Credits <u>will not be</u> granted in this examination.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039